

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**Class Title: Street Maintenance Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, schedules and directs asphalt and concrete maintenance repairs. Supervises a crew in the construction, maintenance and repair of asphalt and concrete streets and sidewalks. Prepares and maintains documentation. Responds to, investigates and takes corrective action on complaints and special instructions.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs supervisory duties by inspecting, scheduling and supervising a crew of equipment operators and maintenance workers in the construction, maintenance and repair of asphalt and concrete streets and sidewalks, evaluating and recommending proper assessment to accomplish job goals, reading field notes and blue prints and utility markings, assessing personnel and equipment required for weekly work assignments, providing equipment, job and safety training, evaluating employees, participating in hiring and promoting personnel, and supervising and performing emergency weather recovery.
2	S	Performs administrative duties by entering work request information, generating correspondence, preparing and maintaining records and reports, providing documentation and training classes for policies and regulations, and ensuring employee safety by following local, state and federal regulations.
3	S	Provides public service by responding to citizen and business complaints, investigating incidents and taking corrective action, and dealing with civic leagues and various organizations.

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Over two years experience.
Certifications and Other Requirements	Valid Driver's License. Must obtain CDL License within six months after appointment.
Reading	Work requires the ability to read blueprints, policies and procedures, safety manuals, performance evaluations, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write various reports, evaluations, policies and procedures, and correspondence.
Managerial	Managerial responsibilities include planning and allocating supplies and personnel, and monitoring the timely completion of projects.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of skilled employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervision, maintenance of streets and sidewalks, pouring concrete, inspections, observations
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	F	Supervision, inspections, observations
Lifting	O	Concrete forms, barricades, cones, signs, blueprints, surveyor stakes, equipment, supplies
Carrying	F	Concrete forms, barricades, cones, signs, blueprints, surveyor stakes, equipment, supplies
Pushing/Pulling	F	Concrete, asphalt
Reaching	F	Finishing concrete, poling and asphalt with tools
Handling	F	Utility markings, blueprints, surveyor stakes, field notes, tools, supplies
Fine Dexterity	F	Computer keyboard, typing, writing, finishing concrete/asphalt
Kneeling	O	set forms, finishing concrete/asphalt
Crouching	O	set forms, finishing concrete/asphalt, surveying jobs, driving form pins
Crawling	N	
Bending	O	Picking up tools and utility markings
Twisting	F	Loading/unloading supplies from vehicle
Climbing	R	Stairs, ladders and onto equipment
Balancing	R	Snow/ice removal
Vision	C	Computer, desk work, driving, filing, writing, reading, work zone safety, job assessments, observations, supervision pouring concrete/asphalt
Hearing	C	Telephone, staff, supervisors, meetings, job site sounds, motor vehicle
Talking	C	Telephone, staff, supervisors
Foot Controls	C	Driving, operation of equipment
Other (specify)	N	

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Snow/ice spreader, or plow, roller tape, portable saw, radio/telephone, pinpointrometer, levels, engineer ruler, laser level, contact thermometer, computer, laser or inkjet printer, typewriter, copy machine, fax machine, telephone, radio communication, calculator, Standard Microsoft Windows and Office software, Hanson, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	D
Electrical Hazards	S	Noise and Vibration	D
Fire Hazards	M	Fumes and Odors	D
Explosives	N	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	S
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	X
Other (see 2 below)	X

(1)

(2) Inspection sites, roadways

**PROTECTIVE EQUIPMENT REQUIRED:**

Gloves, safety vest, hard hat, safety shoes, safety glasses, earplugs, cones, signs, arrow boards

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)